

Western Ada Recreation District

Policy and Procedures
Employee Handbook



Revised 04/27/2017



To All Employees:

Welcome to Western Ada Recreation District (the “District”). Your employment with the District will help provide the quality service that our community has come to enjoy and expect. Please take the time to review this document in its entirety. You will be expected to have read and understand all portions of the District Policy handbook. If you have questions regarding any aspect of the handbook, please feel free to meet with the Secretary/Treasurer.

Introduction to Public Employment

Working for Western Ada Recreation District may be somewhat different from any employer you have worked for in the past. The District is a political subdivision of the State of Idaho, though it is not a part of State government. The Western Ada Recreation District Board of Directors serves as a governing body, carrying out local Idaho Code mandated duties and fulfilling other obligations to provide guidance for the District. The Board establishes general policy for the District and has primary authority to establish terms and conditions of employment with the District. The Board also appoints personnel to help carry out its administrative responsibilities.

As with all elected public officials, the Board is ultimately responsible to the voters of the Western Ada Recreation District. The terms set forth in this booklet reflect public entity policy at the time of its printing. They are subject to change at any time, without prior notice, and at the sole discretion of the Board.

Once again, welcome to the team, and we look forward to working with you!

**Sincerely,
Western Ada Recreation Board of Directors**

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PREFACE

THIS PERSONNEL POLICY IS NOT AN EMPLOYMENT CONTRACT. ALL DISTRICT EMPLOYEES ARE AT-WILL EMPLOYEES, AND ONLY A SIGNED WRITTEN CONTRACT EXPRESSLY AUTHORIZED BY THE BOARD OF DIRECTORS, SPECIFYING THE EMPLOYEE INVOLVED, CAN ALTER THE AT-WILL NATURE OF EMPLOYMENT BY THE DISTRICT. NO CONTRACT OF CONTINUED EMPLOYMENT SHALL BE IMPLIED BY ANY SUPERVISOR OR OTHER DISTRICT EMPLOYEE. THIS POLICY CREATES NO RIGHTS, CONTRACTUAL OR OTHERWISE, ON BEHALF OF THE EMPLOYEES OF THE DISTRICT.

WESTERN ADA RECREATION DISTRICT PERSONNEL POLICY

The purpose of this policy is:

- To establish a safe, efficient and cooperative working environment;
- To establish the responsibilities and level of performance expected of all District employees; and
- To explain benefits provided to District employees.

The District may, at the sole discretion of the Board of Directors, alter or amend this policy, or portions thereof, at any time without prior notice or consent by its employees.

General Policies

Equal Employment Opportunity Statement.

All District employment decisions; including classification, transfer, discipline, and discharge, will be made without regard to the race, religion, gender, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of the District's policy in this regard shall be brought to the attention of the Secretary/Treasurer, or in the case of objection to actions undertaken by the Secretary/Treasurer, to the Board of Directors.

Anti-Fraternization and Nepotism Policy.

The District believes that it is in the best interest of the organization and its employees to keep business and professional relationships separate from personal and family relationships. For this reason, the District will generally employ relatives only where: (1) neither employee will supervise, appoint, remove, or discipline the other; (2) neither relative will evaluate the work of the other; and (3) the working relationship will not create a conflict of interest or the appearance of favoritism. If two employees work in the same department, and are related as defined below, one will be transferred to a position in another department if this policy applies. If no other position is available, one may be asked to seek other employment. For purposes of this policy, "relatives" include spouses, siblings, parents and grandparents, children and grandchildren, nieces and nephews, and people living in the same household in a relationship substantially similar to the above.

Personal relationships between employees can often have an adverse impact on the working relationship similar to a situation where a relative is

employed. A personal relationship between a supervisor and subordinate could later lead to allegations of unlawful sexual harassment, even if the relationship began as a consensual one. Even if the two employees are not in the same department, a personal relationship could have an adverse impact on the morale of others in the workplace; especially if inappropriate behavior is exhibited in the workplace. Personal relationships between co-workers can also give rise to potential liability for the District. Thus, the District discourages personal relationships between superiors and subordinates and between co-employees. Any behavior that could be interpreted by any employee as the showing of favoritism due to a personal relationship is strictly prohibited. Employees are also directed that they are to maintain a professional demeanor in the workplace, and inappropriate behavior will not be tolerated. Employees who engage in romantic relationships with other employees of the District shall promptly notify their immediate supervisors, or the District's Secretary/Treasurer, of the existence of such relationship.

Media Release Policy.

By accepting employment you are authorizing full right and permission for the District to use your likeness, photograph(s), voice, statements or name without cost for advertising, publicity, trade or any other lawful purpose in any medium now or hereafter known.

Employees waive any right they may have to inspect and approve the finished product or such written or spoken copy that may be used in connection herewith and relinquish any present and future right, title or interest they may have in respect to the same or how it may be used.

Employees may not hold the District or its agents or employees for any liability resulting from the use of their likeness, photograph(s), voice, statements or name in a manner described above, including any liability for what might be considered misrepresentation or defamation due to any distortions, alterations, optical illusions or faulty reproductions.

EMPLOYEE CONDUCT

Personal Performance and Behavior.

Each employee of the District is expected to conduct himself/herself in a manner which does not reflect adversely upon the District. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the District as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions of the District and its officials. In order to accomplish this, each employee:

1. Shall be prompt and regular in attendance on the job.
2. Shall comply with dress standards that are established for their department. In the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.
3. Shall dedicate primary efforts to District employment, with secondary employers subject to approval by the department manager and/or Board of Directors.
4. Shall not accept gifts or gratuities in any personal or professional capacity, which could create the impression that the giver was seeking favor from the employee or official.
5. Shall not release personnel information or any other public record without the express authority of the Secretary/Treasurer or Board of Directors. This includes statements to the media, on or off the record, about the company or personnel issues, especially in cases in which a lawsuit could arise.
6. Shall not engage in conduct away from work, which although not criminal, may reflect adversely upon the District or its officials. As part of the District, be thoughtful about how you present yourself in online social networks.
7. Shall not use substances, unlawful or otherwise, which will impair your ability to function as a valued and competent part of the District's work force.
8. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Board of Directors.

Workplace Conduct.

Each employee will be expected to conduct himself/herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of the District employee, but are intended to give you general guidelines.

1. Each employee shall give his/her best efforts to accomplish their work in accordance with policies and procedures adopted by the Board. Each employee shall be subject to the administrative authority of the manager who supervises the department where the employee works.
2. Each employee shall avoid conflicts of interest or using his public position for personal gain.
3. Each employee shall follow all rules for care and use of public property to assure that the public investment in equipment and the safety of other workers is protected.
4. Each employee shall abide by all departmental rules, whether written or issued verbally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of any jurisdiction, state or federal.
5. Each employee shall abide by the District's rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the Board of Directors. Each employee shall maintain the confidential nature of records, which are not open to public scrutiny in accordance with the direction of the Board of Directors. This includes personal statements on or off the record.
6. Each employee shall adhere to the defined work schedule and procedures for requesting an absence. Each employee shall follow the rules regarding the reporting of work hours and approval which must be given for pay record submittal. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or imposition of appropriate disciplinary penalties.
7. Each employee shall follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work, and will be determined by department supervisors.
8. Each employee shall follow all rules for reporting accidents on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order to eliminate workplace hazards provide for proper reporting of accidents related to employees or the public.

9. Each employee shall report any accidents that have taken place on District property or involving District property immediately. Each employee shall provide as much information as he or she can from their observations. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
10. Each employee shall follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
11. To ensure that individuals who join the District are well qualified and have a strong potential to be productive and successful employees, it is the District's policy to investigate the backgrounds and employment references of applicants. In addition, the District may conduct background investigations when employees are being considered for promotions or transfers, or in furtherance of an internal investigation of alleged misconduct. Background investigations will be conducted at the District's discretion and in accordance with federal and state law.
12. The District relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment or, if an individual has already been hired, termination of employment.
13. If it is necessary for the function of the job, each employee shall maintain a valid driver's license. Each employee is obligated to report any state-imposed driving restrictions to his/her immediate supervisor and to notify his/her supervisor in the event that his/her driving abilities are impaired.
 - a. District employees younger than eighteen (18) are prohibited from driving District vehicles.
 - b. District employees operating District vehicles are prohibited from using cellphones, eating or engaging in any other distractive activity while driving the vehicle.
 - c. District employees operating District vehicles may be required to authorize the District to perform a check of their driving record.
14. Each employee shall perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

Prohibited Workplace Conduct.

The workplace conduct listed below will not be tolerated, and may be met with disciplinary action up to, and perhaps including, employment termination.

1. District employees shall not be present in the workplace under the influence of any substance which would impair the employee's ability to perform their work competently or threaten the safety and well-being of others. Such substances include, but are not limited to prescription medications, alcohol, and illegal substances. No worker should be absent from work on account of such conduct, even though such conduct does not occur during regular working hours.
2. District employees shall not engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language may include profanity and loud or harassing speech.
3. District employees shall not sleep or be absent from the employee's workstation when on duty. Employees shall remain attentive to their work at all times.
4. District employees shall not use work time for personal business including selling of goods or services to the general public or spreading religious or political views to members of the public during their work shift. Employees should minimize the amount of work time spent engaged in similar activities with fellow employees.
5. District employees shall not engage in political activities while on duty in public service. This rule shall not apply to elected officials or chief deputies to an elected official. Employees shall enjoy full political rights when not carrying out their work obligations.
6. District employees shall not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
7. District employees shall not discriminate in the treatment of co-workers or the public on the basis of race, religion, gender, age, disability or national origin.
8. All District property is no smoking. District employees shall not smoke on any District owned property indoors or outdoors or in any District owned vehicle. Employees shall only smoke during designated break times and off District property.
9. District employees shall not violate state statutes or local rules regarding the inappropriate use, alteration, destruction or removal of any public records required by law to be kept by the entity or by other public officials.

10. District employees shall not abuse employee benefit offerings by participating in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with the District policies.
11. District employees shall not violate rules concerning absence from the workplace without proper leave and shall obtain permission as required by the District policy for any absences.
12. While on the job, District employees shall not engage in prolonged visits with children, friends or family members, which interfere with the course of work in the office or department in which the employee serves.
13. District employees shall not use telephones/cell phones, copy machines, fax machines or computers in the workplace in a manner that disrupts the work or work flow; nor shall workplace telephones be used for non-local, personal calls or calls relating to the employee's personal interests.
14. District employees shall not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful and socially acceptable manner, and failure to do so is a violation of the trust placed in such employees by the public and the Board of Directors.
15. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §59-701, *et seq.* (Ethics in Government Act), I.C. §59-201 (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain). Employees shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
16. District employees shall not sexually harass a fellow worker or member of the public at any time. Sexual harassment will not be tolerated in the District workplace. Employee conduct must not create a situation that alters the conditions of employment or creates an abusive working environment within the workplace.

Sexual harassment is illegal and contrary to the policies of the District. Sexual harassment involves making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as condition of employment; or making submission to or rejection of such conduct the basis of employment decisions; or creating an intimidating, offensive, or hostile working environment by such conduct.

The following are examples of prohibited sexual harassment:

1. Verbal: Sexual innuendo, sexually suggestive comments, insults, jokes of a sexual nature or about sexual positions;
2. Non-verbal: Making suggestive or insulting noises, leering, whistling, making sexually-related gestures, posting sexually explicit pictures or drawings;
3. Physical: Touching, pinching, brushing against the body, coercing intimate contact, sexual intercourse or assault.

This list is not all-inclusive. Any conduct, which might be deemed offensive by another person should be avoided

Any employee who believes they have been the subject of sexual harassment should report the alleged conduct immediately to the Secretary/ Treasurer at the District's main office at 30 E. Franklin or by telephoning (208) 887-1730. In the event that the Secretary/Treasurer is unavailable, the incident or circumstance should be reported to the District Board President. Any complaint about improper sexual conduct should be taken to the person first listed above unless practical considerations require otherwise. Any complaint about the sexually related conduct of one of the persons identified in this paragraph should be brought to another member of the Board of Directors.

A confidential investigation (to the extent that confidentially is allowed by law) of any complaint will be undertaken promptly. Employees also have the right to contact the Idaho Human Rights Commission (Phone (208) 334-2873), the Equal Employment Opportunity Commission (Phone (208) 553-0968), or a private lawyer to discuss their legal rights. The District encourages each employee to use the procedures set forth in this policy to address any sexual harassment problems as quickly as possible.

Any employee found by the employer to have sexually harassed another employee will be subject to appropriate disciplinary sanctions ranging from a written warning to termination. Retaliating or discriminating against an employee for complaining about sexual harassment is strictly prohibited, and is subject to the same disciplinary actions listed above.

The District recognizes that whether sexual harassment has occurred requires a factual determination based upon all evidence bearing upon the issue. False accusations of sexual harassment can have serious effects upon those accused and others in the workplace. All employees are requested to strictly follow the reporting procedures set forth in this policy and required to maintain confidentiality in all matters pertaining to claims of sexual harassment.

The foregoing lists are not all-inclusive. Violation of any of the rules set forth above shall be grounds for disciplinary action, including possible dismissal. The rules contained in this personnel policy manual are subject to change at any time in the sole discretion of the Board.

Workplace Safety.

We all play a critical role in the success of Western Ada Recreation District. Your support and involvement in safety programs are vital to achieving a safe work environment. Violations of safety and security rules may result in disciplinary action, up to and including termination. Please read this section carefully and ask your supervisor any questions you may have regarding safety and your responsibilities as a Western Ada Recreation District employee.

If you have an accident, you must report it immediately to your Supervisor or the Secretary/Treasurer, even if there is no personal injury or property damage. Do not attempt to treat yourself or seek a doctor's care on your own unless you have received approval to do so from your Supervisor or the Secretary/Treasurer - unless it is an emergency.

The District carries Worker's Compensation insurance on all employees at no cost to the employee. All on-the-job injuries shall be reported to the department manager and Secretary/Treasurer as soon as possible to allow for timely filing of worker's compensation claims. Concerns associated with injured worker status may be brought before the Board of Directors via the Secretary/Treasurer for review.

If you or someone else is injured while at work:

1. Notify your supervisor immediately. As soon as possible, supervisor and employee should fill out an accident form and turn in to Secretary/Treasurer.
2. If the injury is life threatening or if the injured person should be immobilized, call 911 immediately.
3. After hours emergencies are to be taken to the emergency room of the nearest hospital.

You are encouraged to address any issues that you feel are a safety concern with your supervisor.

The safety and health of each employee is of great importance and concern to the Western Ada Recreation District. For this reason, we encourage and maintain safe work attitudes and conditions in a number of ways. Among other things, safety at work is the result of proper job instruction, suitable and well-maintained equipment, good housekeeping, regular safety inspections and special training, when needed.

Even though every reasonable precaution is taken to provide safe and healthful working conditions, **it takes constant effort by all employees to make the workplace accident-free.**

Please remember not to operate any equipment or perform any job function until you have been properly trained to do so. Never take a "short cut" in your work that may violate a safety instruction, rule, procedure or policy.

If you are sick or taking any prescription or non-prescription drugs that may make you drowsy, less alert, or which may impair your ability to safely perform your job, you MUST notify your Supervisor. Do not operate any equipment. A written release from your doctor may be required. (Note: You should not provide the name of the medication or the underlying diagnosis, but you should advise your Supervisor if the medication has safety restrictions).

Employee Compensation and Benefits

Classifying Employees.

This section explains the different classifications of employees and explains what an employment classification means.

1. Employment Status:
 1. All employees of the District are “at-will”, meaning that either the District or the employee may terminate employment at any time for any reason.
 2. Changes in employment status may be made at any time as directed by the Board of Directors.
 3. The District retains full authority, without prior notice, to modify the general terms and conditions of employment.
2. Employee Classification: The classification of the position you hold with the District may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

Temporary/Seasonal Employees.

All employees of the District, except for full or part time exempt employees as set forth in Sections 1 and 2, below, are seasonal employees. No benefits are provided, except those required by law or those provided by express written authorization of the Board. **It is understood that employment is temporary and ends with the season or at the discretion of the District.** The District provides overtime compensation for hours worked in excess of 40 per week in accordance with the Federal Fair Labor Standards Act (“FLSA”); however, overtime is not to be worked unless first approved in writing by your supervisor, or when absolutely necessary in an emergency.

Permanent Employees.

1. Full-Time Exempt Employees (Park Superintendent):

Full-time employees shall be offered all employee benefits provided by the District as such benefits now exist or may be subsequently changed. Exempt employees are not eligible for overtime compensation and are expected to work as much of each work day as is necessary to complete their job responsibilities. This is a year-round positions.

2. Part-time Exempt Employees (Secretary/Treasurer):
Benefits shall be offered to the employee at 50% of the current full-time rate currently being provided to full-time exempt employees, per Board of Director policies. Exempt employees are not eligible for overtime compensation and are expected to work as much of each work day as is necessary to complete their job responsibilities. This is a year-round position.
3. Part-time Permanent Hourly Employees (Park Staff):
Benefits may or may not be offered to the employee at 50%-75% of the current full-time rate currently being provided to full-time employees, per Board of Directors policies. The District provides overtime compensation for hours worked in excess of 40 per week in accordance with FLSA laws; however, overtime is not to be worked unless first approved in writing by your supervisor, or when absolutely necessary in an emergency. This is a year-round position with limited hours during winter months.

Compensation Policies.

This section explains the policy on compensation.

1. Establishment of Pay System.
The District compensates employees in accordance with decisions by the Board of Directors. Pay for any given position is subject to the annual budgetary process, and as such may be subject to increase, reduction or status quo maintenance for any time period. The Board may grant authority to the department managers to establish wages and compensation for subordinates, but retains the right to override those decisions at any time, as they may deem necessary.
2. Compliance with State and Federal Pay Acts.
The District shall comply with all State and Federal pay acts respecting the compensation of employees for services performed in the public service.
3. Right to Change Compensation.
The District reserves the right to change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget.

4. Reporting and Verifying Time Records.
It is the responsibility of each employee to properly record time that he or she has worked during a payroll period in the manner provided for by the District. Each time sheet shall bear the signature of the employee and a counter signature by a supervisor indicating that the hours claimed were actually worked. The timesheet system used may vary by department, and your supervisor will train you on timesheet procedures

5. Work Periods.
Employment with the District is subject to FLSA. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized in writing by the employee's supervisor, or when absolutely necessary in an emergency. The workweek for all employees will begin on Monday of each week and shall end on the following Sunday.

Employees are not allowed to clock-in or clock-out for other employees. This is considered fraud and is a violation of policy that may result in disciplinary action that may include termination.

6. Breaks.
Unpaid meal breaks of more than 30 minutes may be offered during your shift. If so, employees must clock-in and out for unpaid meal breaks upon the direction of their supervisor. Additional shorter, paid breaks may be offered to accommodate personal matters such as restroom visits, refilling water bottles, etc. Breaks must not be taken where they will distract fellow associates from their job responsibilities.

7. Promotions and Compensation.
Compensation for all employees is established by action of the Board of Directors or the department manager, as allowed by the Board. Promotions and changes in status may be recommended and made by supervisors in each of the operating departments, but final authority regarding compensation rests with the Board or Directors.

8. Payroll Procedures and Paydays.
Paychecks are issued by the office as follows:
- On the 25th of the month for the pay period covering the 1st through the 15th of the month.
 - On the 10th of the month for the pay period covering the 16th through the end of the prior month.

Timesheets must be turned into your department manager at the end of your shift on the 15th and last day of the month. Department managers will verify the time shown, sign the timesheets and submit them to the District's main office by the end of the day on the 16th and 1st. If the 1st or 16th falls on a weekend,

timesheets must be turned into the District's main office the following regular business day.

If payday falls on a weekend or a holiday, checks will be issued the workday before. Paychecks are available through the department manager after 1:00 p.m. on payday. In the event an employee chooses to have their paycheck direct deposited to their bank, direct deposits will be in the employees bank account and available by the open of bank business on payday.

Failure by the employee or the department manager to submit accurate timesheets to the District's main office in the timeframe noted above will result in delayed paychecks.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Any questions or discrepancies should be brought to the attention of the Secretary/Treasurer immediately – **before** cashing the paycheck.

9. Direct Deposit.

You have the option to receive your pay in a payroll check or have your pay deposited into your bank account through our direct deposit program. We encourage all employees to take advantage of direct deposit. See your supervisor or the Secretary/Treasurer for a Direct Deposit Authorization form.

10. Reduction in Staff.

Because this is a publicly funded entity, any and all positions can be defunded at any time. Employee assignments may be affected by reductions in staff made due to economic conditions or to changes in staffing and workload. The Board of Directors reserves the right to make any changes in staff or assignment of resources that it deems to be in the organization's best interests.

11. Payroll Deductions.

In accordance with Idaho Code §45-609 or any successor statute, no payroll deductions will be made from an employee's paycheck unless authorized by the employee in writing or otherwise required by law.

Employee Benefits.

This section explains employee benefits for each job classification, including leaves of absence. **No benefits, except those required by law or those provided by express written authorization of the board are available to Temporary/Seasonal Employees.**

The District offers a number of employee benefits offerings to permanent employees, which are subject to change or termination at the sole discretion of the Board. Each is subject to the specific terms of its respective insurance policy and/or official resolution of the Board.

1. Vacation Leave:
Because of the seasonality of the work and the flexibility to take time off, the District does not offer a paid vacation program.
2. Sick Leave:
Because of the seasonality of the work and the flexibility to take time off, the District does not offer a paid sick leave program.
3. Family and Medical Leave Act:
The District is subject to the Family and Medical Leave Act (FMLA), which applies to all “eligible employees” of the District as that term is defined under the FMLA. The District’s notice to employees regarding the FMLA is attached hereto as Addendum D.
4. Leaves of Absences:
The Board may approve leaves of absence, with or without pay, on a case-by-case basis for full-time, permanent employees.
5. Military Leave:
Unpaid leave of absence will be granted for a maximum of fifteen calendar days to participate in ordered and authorized field training under the National Defense Act. Our public entity employment policy will comply with provisions of Idaho Code §46-224, *et seq.*, or its successor, as those Code provisions govern leaves of absence for military service.
6. Jury Duty:
Employees summoned for jury duty are granted an unpaid leave in order to serve if they give reasonable advance notice to their supervisor that they will need time off to serve. The District would appreciate as much notice as possible of your need to report for jury duty.
7. Travel Expense Reimbursement:
An employee on District business shall be reimbursed for expenses incurred in completing his/her work-related assignment in accordance with the

policies established by the Board. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested. Failure to provide receipts will result in charges not being reimbursed. Additionally, a per diem for food may be given prior to the employee traveling on District business. Per diem rates will correspond with State of Idaho's travel policy. Mileage reimbursement will be calculated at the current federal rate per mile, and a completed mileage log must be turned in for reimbursement. All out-of-district travel by employees must have prior approval by the Board or department manager to qualify for expense reimbursement.

8. **Company Credit/Charge Cards:**
Company issued credit or charge cards are to be used solely for company purposes and will be available for company purposes at the discretion of the Board of Directors. See Addendum A for the entire policy. Each employee issued a credit/charge card will be required to sign Addendum A as a condition of employment.
9. **Reduction in Benefits:**
The District, through its Board, reserves the right to change, condition, or terminate any benefits set forth in this section. No employees shall acquire any rights in any current or future status of benefits except as the law otherwise requires.
10. **Benefits for Part-Time or Seasonal Employees:**
Part-time or seasonal employees shall receive no benefits unless specifically outlined in the compensation policy.
11. **Insurance Coverage Available to Employees:**
The District provides a Cafeteria Plan of Benefits to eligible employees, which includes medical, dental, and vision insurance plus Flexible Spending Account (FSA) benefit to permanent employees after a 60-day probationary period. The annual District contribution is based on budgetary constraints and may change from year to year.

The employee may also contribute to the FSA account on a pre-tax basis up to the federal limit. If applicable, the amount of the employee's annual contribution will be determined at the beginning of each plan year, which runs October 1 through September 30. All coverage is subject to policy terms and to change at any time.

Performance Appraisals and Discipline

This section explains the policy on performance appraisals and disciplinary procedures and actions taken.

Performance Appraisals – Non-Exempt and Seasonal Employees.

Each employee may be evaluated on an as needed basis, using appropriate and necessary evaluation tools, to assess his/her on the job performance. Each evaluation will be given by the Department Head on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of the District. Each evaluation shall be written and shall be placed in the employee's permanent record file. Evaluations may be used to determine your eligibility to be rehired.

Performance Appraisals –Exempt Employees.

The Board of Directors shall conduct performance appraisals for all exempt employees. Evaluations will be intended to measure progress and commitment to the success of the District, as well as the ability to manage job duties effectively. Evaluations shall be written and shall be placed in the employee's permanent record file. Overall performance will be under evaluation. In broad terms, this may include, but is not limited to:

- Quantity and quality of output;
- Dependability in following instructions and completing assignments;
- Presence and punctuality;
- Personal conduct and adherence to District policies;
- Attitude toward vendors, employees, cohorts, etc.; and
- Cooperation and teamwork effort of completing a job.

Employee Personnel Files.

1. Personnel Record.

The official employee records for District will be kept in the District's main office. Any supervisory personnel or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. No benefit, medical or health related information is to be retained in the personnel file, but rather is kept in a separate confidential medical file under the control of the Secretary/Treasurer. Each employee shall have the right to review materials placed in his/her personnel or medical file at any reasonable time and with the Board of Director's permission. Copies of materials in a personnel file are available to each employee without charge. Personnel files shall not be removed from the District's head office.

2. Access to Personnel Files.

It is the policy of the District to allow limited access to the personnel file for any employee. Those authorized to evaluate materials in a personnel file include supervisory personnel in the relevant department, payroll personnel, members of Board and their staff, and the employee himself/herself. Information regarding

personnel matters will only be provided to outside parties with a release from the employee or in other circumstances where release is deemed appropriate or necessary with the concurrence of both the official supervising the records and the Board.

3. **Management of Information in Personnel Files.**
Each employee shall be provided an opportunity to contest the contents of a personnel file at any time. This is to be done by filing a written objection and explanation, which will be included in the file along with the objectionable material. In the sole judgment of the Board of Directors, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.
4. **Changes to Personal Information.**
In the event that an employee needs to change or amend personal data such as legal name, address, bank account data (for direct deposit purposes), or tax documents, that employee should seek assistance from the Secretary/Treasurer at the District's main office.

Employee Discipline Procedures and Principles.

The District has established policies and procedures for the convenience and protection of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated.

Disciplinary action may include, but is not limited to, the following:

- Oral warnings
- Written warnings
- Suspension with or without pay
- Termination

Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate discharge, without notice.

Management will determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. Nothing in this policy is intended to alter the at-will nature of District's employment relationships with employees.

Training and Development.

Training is done by the supervisor who is responsible for your designated work area. The supervisor will be providing the necessary tools and equipment to begin on-the-job training. If at any time you feel that you cannot complete a task for any reason please make sure that you notify your supervisor immediately. Training is job related, which means that you will be trained on the job that you will be required to do. If at any time you feel that you cannot complete a task that is required of you please notify your supervisor immediately.

Separation From Employment

This section explains the procedures for leaving the company, reasoning for separation, and rehire status.

1. **Reduction in Force.**

When financial circumstances or changes of workload require, the District reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of District services. Decisions about the functions to be reduced are not subject to an appeal process.

Seasonal employees are separated automatically at the end of the season and must re-apply for employment the following year. A final paycheck will be issued at the next regular payroll date.

2. **Final Evaluation / Exit Interview.**

When permanent employees separate from District service, if an evaluation has not been performed within the most recent six-month period, the supervisor may conduct an evaluation of the individual's performance prior to separation from employment.

Each permanent employee who terminates from employment with the District may also participate in a brief exit interview, in which the employee shall be notified when certain benefits will terminate and when final pay will be issued. In lieu of a formal interview meeting, the information may be given to the terminated employee in letter format.

3. **Resignation Policy.**

Employees are asked to provide their intent to resign to their supervisor(s) or the Board of Directors in writing and provide two-weeks' notice whenever possible. Employees who are absent from work for three consecutive days without contacting his/her supervisor or the Secretary/Treasurer will be treated as a voluntary resignation and terminated at the end of the third day.

ADDENDUM A
DISTRICT CREDIT CARD POLICY
(This is only for employees issued a company credit card)

Credit/charge cards are issued by the District to individuals as necessary, and are to be used specifically for authorized business purposes. By signing below, the individual issued a credit/charge card for District business agrees to the following policy:

1. Employee will not allow others to use the credit/charge card and will ensure that it is kept safe and secure at all times.
2. Employee will not use the credit/charge card to make personal purchases of any kind under any circumstances.
3. It is the employee's responsibility to obtain receipts which reflect the amount paid, details the items purchased and is dated for each and every purchase. If no receipt can be produced for the purchase, employee will be personally liable for those charges.
4. Employee is responsible for insuring that no sales tax is charged on the credit/charge card. If an ST101 is required, the employee agrees to contact the Secretary/Treasurer for that information.
5. Employee agrees to surrender the credit/charge card upon termination (for any reason), resignation, upon the request of the District's Secretary/Treasurer, or as directed by the Board of Directors.
6. Employee agrees that should the employee violate the terms of this agreement and use the credit/charge card for personal use, employee hereby authorizes the District to deduct any amounts owed, including but not limited to, charges incurred from collection agencies, internal administration costs, court costs, etc., from their next or final paycheck. If the paycheck is not sufficient to cover the amount owed to the District, the employee is still liable to reimburse the District for any remaining amounts, and legal or collection action may be taken against the employee. The laws of the State of Idaho shall govern the enforceability of this agreement.
7. Failure to comply with this policy may result in any or all of the following: 1) revocation of use privileges, 2) disciplinary action, 3) termination of employment, 4) criminal charges/collection action being filed against employee.
8. Revocation of the credit/charge card is at the sole discretion of the Board of Directors.
9. Employee is aware of their monthly spending limit and will abide by that. Spending limit is \$_____.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

Date: _____

ADDENDUM B

USE OF ELECTRONICS AND SOCIAL MEDIA

POLICY:

All District-owned equipment and electronics shall be used solely for the purpose of meeting the District's operational & business purposes. No unauthorized personal use of District equipment shall be allowed. Social media use shall follow the policy below.

1. **General office equipment & machines.**

Fax, copy, and other machines are to be used solely for business purposes. Personal use of this equipment is prohibited.

2. **Computers.**

Computers are to be used solely for business purposes. All computers equipment, including but not limited to records, software, equipment, and communications are District property. The District shall have the right to monitor the use of such property at any time.

Users shall not have any expectation of privacy as to the use of District computers including but not limited to e-mail communications and Internet information that is drafted accessed, received, sent forwarded, copied or downloaded.

The District, at all times, reserves the right to conduct searches and inspections and otherwise monitor all computer-related information, data, communications, all files stored in District networks owned or leased by the District, or on any other storage medium provided by the District for District business including but not limited to floppy disks, tapes, and compact disks in order to monitor compliance with this policy.

Employees are not to download or install personal copies of software or data on any District computer without prior authorization.

3. **Misuse of District Equipment.**

Inappropriate use of District equipment could result in disciplinary action, up to and including termination.

4. **Social Media.**

Employees may not post financial, confidential, sensitive or proprietary information about the District, patrons, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the District, patrons, employees or applicants.

Employees are also prohibited from commenting on behalf of the District in media outlets including but not limited to internet chat rooms, social networking

websites and other public forums. The District may monitor content publicly available on the internet. Policy violations may result in discipline up to and including termination of employment.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

_____ Date: _____

ADDENDUM C
DISTRICT EXPENSE, VEHICLE USE & REIMBURSEMENT
POLICY

All expenses that you pay for, pertaining to employment, and expect to be reimbursed for, must be accompanied by a receipt showing the amount paid, the date purchased and detail about what was purchased. Receipts must be authorized by the department manager, and turned into the Secretary/Treasurer for payment. Payment will be made with regular bill runs on either the 10th or 25th of each month, whichever comes first.

No personal purchases will be allowed to be charged on Western Ada Recreation District charge accounts.

All employees having access to company vehicles, tools, equipment and/or merchandize will NOT be allowed to take them for their own personal use.

Logs for fuel must be kept as to how much and in what equipment it was used, and the dates.

Violation of any of the policies stated above will be cause for immediate termination.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

_____ Date: _____

ADDENDUM D

FAMILY AND MEDICAL LEAVE ACT NOTIFICATION

Ward provides the following notice regarding the Family and Medical Leave Act (FMLA) to all eligible employees:

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

****The FMLA definitions of “serious injury or illness” for current service-members and veterans are distinct from the FMLA definition of “serious health condition”.***

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

Date: _____

ADDENDUM E
ACKNOWLEDGMENT OF RECEIPT OF WESTERN ADA
RECREATION DISTRICT PERSONNEL POLICY

I, _____ acknowledge receipt of the Western Ada Recreation District Personnel Policy, adopted on _____.

I understand that it is my responsibility to read and review this Policy and ask any questions I may have.

I understand that this Policy is not a contract and cannot create a contract.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the department in which I work, whether or not I choose to read the new Policy.

I understand that this Policy may be modified without prior notice to me.

I understand that, should this Policy be modified, I will be provided with a copy of the modifications.

I understand that this Policy may be provided to me in either paper format or by electronic access.

I acknowledge and agree to the following:

WARD is an AT-WILL EMPLOYER. This personnel policy is not an employment contract. All District employees are at-will employees, and only a signed written contract expressly authorized by the Board of Directors, specifying the employee involved, can alter the at-will nature of employment by the District. No contract of continued employment shall be implied by any supervisor or other District employee. This policy creates no rights, contractual or otherwise, on behalf of the employees of the District.

Printed employee name: _____

Employee Signature: _____ Date: _____

For office use only:

Acknowledgment of receipt by Western Ada Recreation District office.

_____ Date: _____